Foreign documents: apostille and translation

Free sample

Español + English · 2026-09-30

What you can prepare

A document-by-document matrix, questions for the issuer and receiving institution, a quotation log and an index linking each original to any formalization and translation.

First step

Identify each document and its destination. Record the original, copies and digital files separately.

Fictional worked example

Fictional example: Martin has an academic certificate issued outside Chile and wants to submit it to a Chilean institution. He does not know whether an original, formalization or a particular type of translation is needed. The pack creates row D01, marks those three points as to be verified and drafts an enquiry to the recipient. Instructions and provider comparisons are added only after a documented response. It does not conclude that an apostille is sufficient or that an AI translation will be accepted.

Scope

This pack does not apostille, legalize, certify or produce official translations. It does not decide whether a document will be accepted. The need and form of an apostille, legalization or translation depend on the document, countries, intended use and receiving institution; check them before commissioning services.